

# Montana eMarketCenter



# What is the Montana eMarketCenter?



**eMarketCenter is your web based purchasing system!**

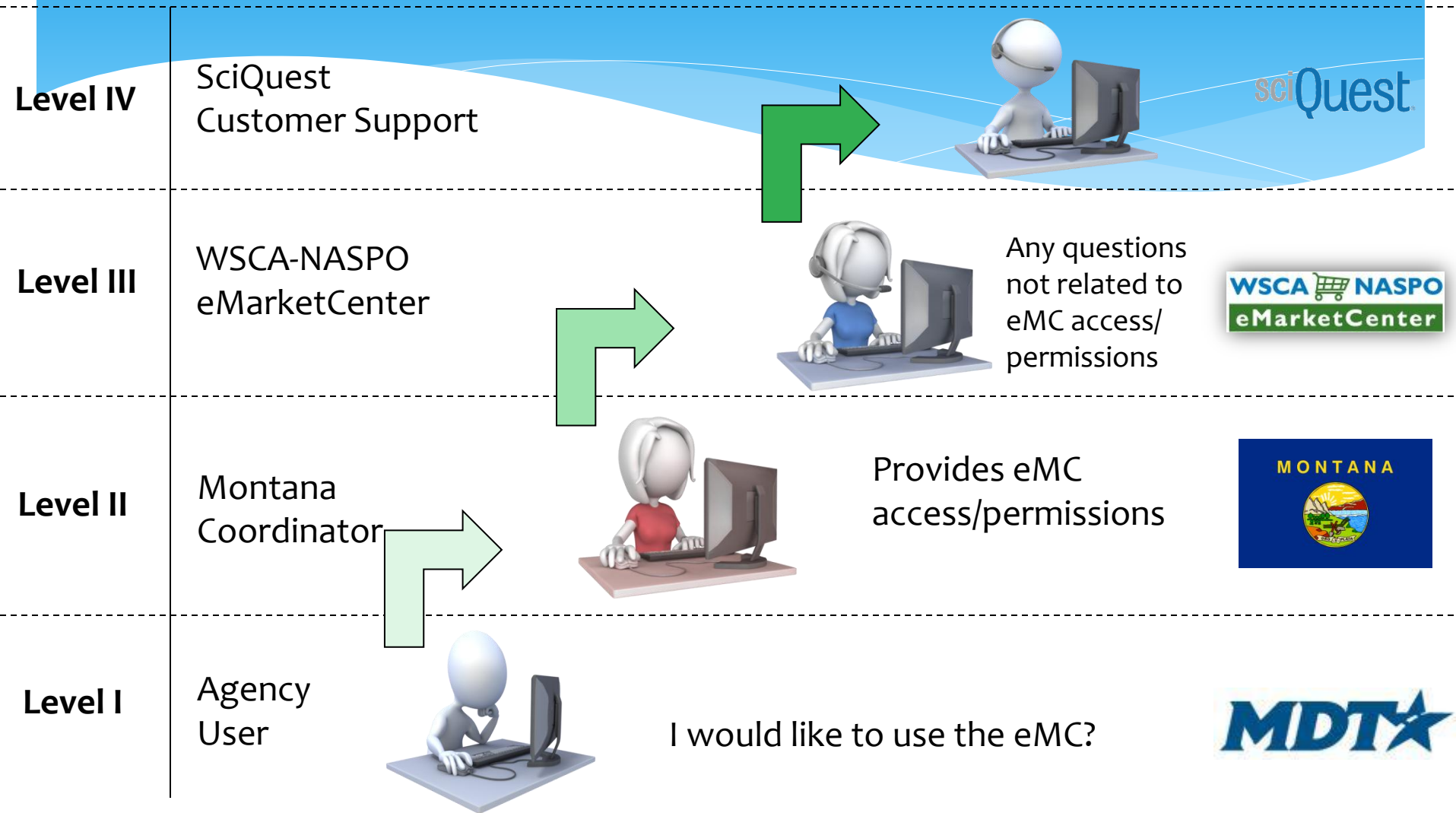
- Available to all state employees and local procurement units at **NO COST**
- Uses a shared application to shop, buy and view contract documents
- Purchases are made using the agency's procurement card

# Montana Coordinator

What is the Montana eMarketCenter Coordinator?

- The primary representative from an enrolled state or entity that helps prepare, implement, and maintain the eMarketCenter application in their respective organization.
- Provides all training necessary to new users in the eMarketCenter
- Provides all spend reports for the State/Entity upon request
- They serve as a liaison between the WSCA-NASPO eMarketCenter Site Administrator and their respective purchasing community.

# Issue Resolution Process - Illustration



# WSCA-NASPO eMarketCenter Overview

The Montana eMarketCenter is designed to electronically enable access and online purchasing capabilities to WSCA-NASPO Price Agreements.

## Contractors

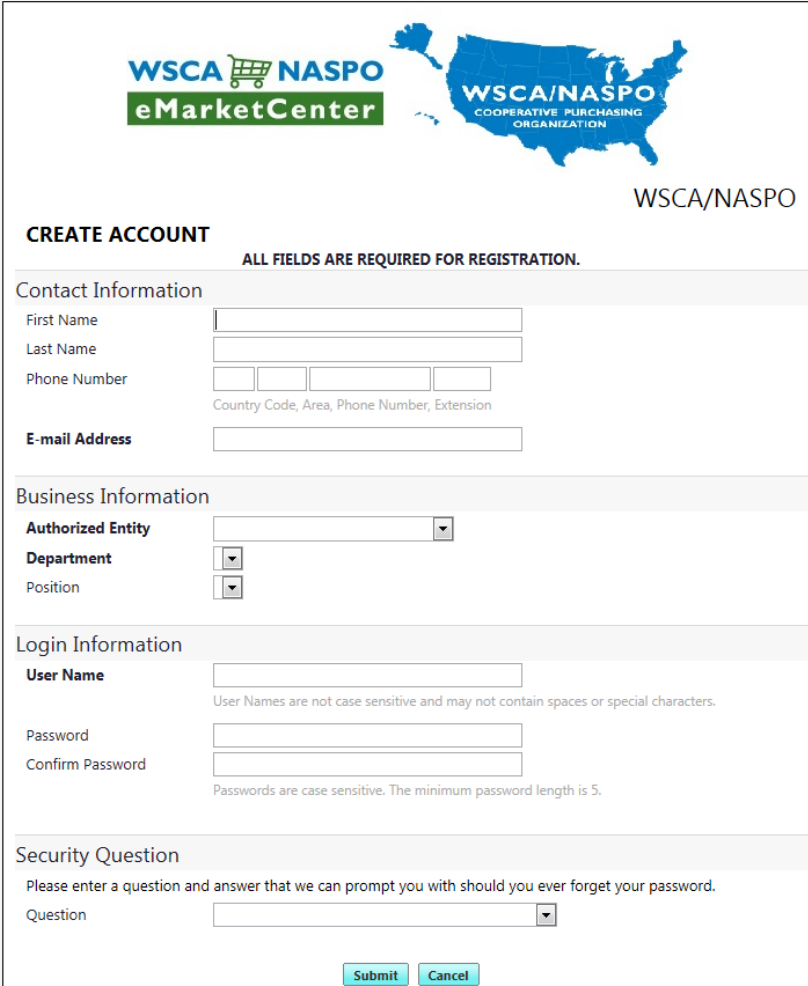


## Users



# Registering to use the eMarketCenter

- Each user will have their own user name and password – both are case sensitive
- Users are assigned specific roles to control permissions and visibility:
  - **Shopper** – Can shop for items, but cannot submit a cart (complete the order.)
  - **Buyer** – Can shop for items AND submit carts that they created or were assigned from a shopper. (These are typically pCard holders within an organization)



The image shows a screenshot of the WSCA/NASPO eMarketCenter registration form. At the top, there is a logo for WSCA/NASPO eMarketCenter and a map of the United States with the text 'WSCA/NASPO COOPERATIVE PURCHASING ORGANIZATION'. Below the logo, the text 'WSCA/NASPO' is displayed. The form is titled 'CREATE ACCOUNT' and includes a note: 'ALL FIELDS ARE REQUIRED FOR REGISTRATION.' The form is divided into several sections: 'Contact Information' with fields for First Name, Last Name, Phone Number (with Country Code, Area, Phone Number, and Extension), and E-mail Address; 'Business Information' with dropdown menus for Authorized Entity, Department, and Position; 'Login Information' with fields for User Name, Password, and Confirm Password, and a note that User Names are not case sensitive and may not contain spaces or special characters, and Passwords are case sensitive with a minimum length of 5; and 'Security Question' with a prompt to enter a question and answer that can be prompted with if the user forgets their password, and a dropdown menu for the question. At the bottom right, there are 'Submit' and 'Cancel' buttons.

**WSCA/NASPO eMarketCenter**

**WSCA/NASPO**  
COOPERATIVE PURCHASING ORGANIZATION

**CREATE ACCOUNT**

ALL FIELDS ARE REQUIRED FOR REGISTRATION.

**Contact Information**

First Name

Last Name

Phone Number       
Country Code, Area, Phone Number, Extension

E-mail Address

**Business Information**

Authorized Entity

Department

Position

**Login Information**

User Name   
User Names are not case sensitive and may not contain spaces or special characters.

Password







Confirm Password   
Passwords are case sensitive. The minimum password length is 5.


**Security Question**

Please enter a question and answer that we can prompt you with should you ever forget your password.

Question

# MTeMC User Home Page



**WSPA NASPO**  
**eMarketCenter**  







Jodi Gollehon ▾ ★ Action Items Notifications 🛒 1,500.88 USD 🔍 ?






Shop > Shopping > Dashboard > Shopping Home > Home

What are you looking for? Everything ▾  **Go**

Go to: [advanced search](#) | [favorites](#) | [non-catalog item](#) | [quick order](#) **Browse:** [contractors](#) | [categories](#) | [contracts](#)

**WSPA/NASPO**  
**TEST**  
**eMarket Center - WNeMC**  
*Western States Contracting  
Alliance/National Association  
of State Procurement Officials*  
**State of Montana**  
[update message]

**Hosted Catalogs-These vendors are searchable in the eMarket Center by keyword or by vendor** ?  


**Punchout Catalogs -These vendors are NOT searchable from within the eMarket Center (you will punchout to the vendor's website and then bring your products back into the eMarket Center to make final purchase)** ?  


**My Resources**  
[jgollehon@mt.gov](#) | [phone: +1 \(406\) 444-7210](#)  
[Site Map](#)

# Punch-out Catalogs


- Supplier creates a Entity-specific punchout site
- Users shop for items on the sites, add items to carts/baskets, and return to eMarketCenter to complete ordering

SelectSite Punchout [Cancel Punch-out](#)

Welcome, WSCA Premium Punchout United States | English | USD

Search  [More options](#)

Products

 Products

[» HP.com Business to Business home](#)  
[» Products](#)  
[» Account administration](#)  
[» Order status](#)  
[» Help](#)

[Shopping cart](#)

**Quick Buy**  
Enter product number(s)  
and/or Favorite name(s) to add  
to cart

Welcome to the B27164 State of New Mexico WSCA-NASPO  
eMarket Center

Purchase for buying organization:  
(United States) State of New Mexico - B27164

[» Change my purchasing view](#)  
**State of New Mexico - B27164 catalog: United States**  
[» BladeSystem](#)  
[» Desktops & Workstations](#)  
[» Monitors](#)  
[» Networking](#)  
[» Laptops and Netbooks](#)  
[» Options and Accessories](#)  
[» Printers and Multifunction](#)  
[» Rack and Power Infrastructure Products](#)  
[» Scanners/Copiers/Faxes](#)  
[» Servers](#)  
[» Services](#)  
[» Software](#)  
[» Solutions](#)  
[» Storage](#)  
[» Ink/Toner/Paper/Printer Supplies](#)  
[» Third Party Products](#)  
[» Others](#)  
[» Tablets](#)  
[» Export Catalog](#)



# Product Search

WSCA NASPO eMarketCenter

Home / Shopping Home / Home

What are you looking for? Everything

Go to: advanced search | favorites | non-catalog item | quick order Browse:

**Keli's awesome Nevada UIT training environment.**  
**Welcome to our class!**  
<http://purchasing.state.nv.us>  
[Click here for additional training or help](#) [update message]

**Hosted Catalogs-These vendors are searchable in the eMarket Center**

- ACE
- ctl
- Discount
- NetApp
- Quantum
- TRANSOUR
- KYOCERA
- LEXMARK
- X-IO

**Punchout Catalogs -These vendors are NOT searchable in the eMarket Center (you will punchout to the vendor's website and then bring the purchase back to the eMarket Center to make final purchase)**

- DELL
- DiscountCell
- hp
- HOWARD
- IBM
- Metro OfficeSolutions
- OfficeMax Nevada Access Only

**Product Category Dropdown:**

- Everything
- Lab Supplies
- Medical/Clinical
- Office/Computer
- MRO/Facilities
- Furniture
- Services
- Supplies Manager
- Manufacturing
- Books
- Electronics
- Specialty
- Food/Food Equipment

- Search with the “What are you looking for” bar at the top
- Limit search to product category
- Enter keyword or Go to Advanced Search

# Advanced Product Search

The screenshot displays the WSCA NASPO eMarketCenter interface. At the top, the header includes the WSCA NASPO eMarketCenter logo, a user profile for 'Keli Hardcastle', and links for 'Action Items', 'Notifications', and a shopping cart showing '0.00 USD'. A navigation bar below the header shows 'Home / Shopping Home / Home'. The main content area features an 'Advanced Search' form. The form has a dropdown menu set to 'Everything' and a 'simple search' link. Under 'Find Results That Have:', there are input fields for 'All of These Words', 'Part Number (SKU)', 'Supplier', and 'Manufacturer Name'. A green arrow points to the 'Supplier' and 'Manufacturer Name' fields. Below this, the 'Other Options' section includes fields for 'Exact Phrase', 'Any of These Words', and 'Exclude Words'. A 'Search' button is located at the bottom of the form. To the right of the 'Search' button is a checkbox labeled 'Hide Advanced Search on search results' which is checked. Below the search form, there is a navigation bar with links: 'Go to: simple search | favorites | non-catalog item | quick order' and 'Browse: contractors | categories | contracts'. On the left side, there is a sidebar with a welcome message: 'Keli's awesome Nevada UIT training environment. Welcome to our class! http://purchasing.state.nv.us'. On the right side, there is a section titled 'Hosted Catalogs-These vendors are searchable in the eMarket Center by keyword or by vendor' which displays a grid of vendor logos: ACE, ctl, DiscountCell, GRACE GLOBAL, KYOCERA, LEXMARK, Quantum, TRANSOURCE, xerox, and X-IO.

WSCA NASPO eMarketCenter

Keli Hardcastle | Action Items | Notifications | 0.00 USD

Home / Shopping Home / Home

Advanced Search Everything simple search

Find Results That Have:

All of These Words Supplier

Part Number (SKU) Manufacturer Name

Other Options

Exact Phrase Exclude Words

Any of These Words

Search Hide Advanced Search on search results ☒

Go to: simple search | favorites | non-catalog item | quick order Browse: contractors | categories | contracts

Keli's awesome Nevada UIT training environment.  
Welcome to our class!  
<http://purchasing.state.nv.us>

Hosted Catalogs-These vendors are searchable in the eMarket Center by keyword or by vendor

ACE ctl DiscountCell GRACE GLOBAL KYOCERA LEXMARK

Quantum TRANSOURCE xerox X-IO

- Advanced search attributes relevant to product category
- Provide flexible search options:
  - Key Words
  - Supplier
  - Part Number
  - Manufacturer Name

# Search Results

WCSA NASPO eMarketCenter

Home / Shopping Home / Product Search - All

What are you looking for?

Go to: [advanced search](#) | [favorites](#) | [non-catalog item](#) | [quick order](#) Browse: [contractors](#) | [categories](#) | [contracts](#)

Results for: Everything : skinnie covers

Showing 1 - 21 of 21 results [Compare Selected: 0](#)

Results per page:  Sort by:  Page 1 of 1

**Add Keywords**

**Filter Results**

**By Contractor**

Discountcell Inc (21)

**By Category**

Personal communications device accessories or parts (21)




**By Packaging UOM**

EA (21)

**By Result Type**

Products (21)


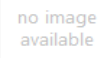

**By Manufacturer**

 larger image	<b>Skinnie SnapOn Cover and Screen Protector - Pink 10282NZ</b> from Discountcell Inc Part Number 10282NZ Manufacturer Info 10282NZ - (Naztech)	<b>Order from Contractor</b> EA <a href="#">add favorite</a>   <a href="#">compare</a>
 larger image	<b>Skinnie SnapOn Cover - Clear 10285NZ</b> from Discountcell Inc Part Number 10285NZ Manufacturer Info 10285NZ - (Naztech)	<b>Order from Contractor</b> EA <a href="#">add favorite</a>   <a href="#">compare</a>
 larger image	<b>Apple Compatible Naztech Skinnies SnapOn Cover and Screen Protector Combo - Pink 10837NZ</b> from Discountcell Inc Part Number Manufacturer Info	<b>Order from Contractor</b> EA

- Rich content with pictures & detail descriptions
- Filter results to pinpoint among broad, initial searches
- Select quickly and with assurance
- Eliminate paper catalogs

# Search Results

The screenshot shows the WSCA NASPO eMarketCenter interface. The top navigation bar includes the logo, user name 'Keli Hardcastle', and links for 'Action Items', 'Notifications', and a shopping cart with '0.00 USD'. The breadcrumb trail is 'Home / Shopping Home / Product Search - All'. The search bar contains 'workstation' with a dropdown menu set to 'Everything'. Below the search bar, links for 'Go to: advanced search | favorites | non-catalog item | quick order' and 'Browse: contractors | categories | contracts' are visible. The results section shows 'Results for: Everything : workstation' and 'Showing 1 - 100 of 173 results'. A sidebar on the left offers 'Add Keywords' and 'Filter Results' by 'Product Flag' (Energy Star, Green, Recycled) and 'By Contractor' (Ace Technology Partners, LLC, CTL, Transource Computers). The main results list includes:

Image	Product Name	Manufacturer	Part Number	Price	Actions
	CTL Vista GSDVR Workstation	CTL	WSCA_VistaGSDVR_workstation_Bas	\$59.00 USD	EA, to Cart
	WORKSTATION PLUS CCASE	Transource Computers	701911	\$27.63 USD	EA, to Cart
	DA - SOLARIS WORKSTATION	Transource Computers	DA-SW-SOL.P	\$49.90 USD	EA, to Cart

A green callout box highlights the search filters and sorting options. A green arrow points from the 'Sort by: Best Match' dropdown to the 'Best Match' text in the results list.

- Filter results by supplier or category
- Sort by best match, part number, price, etc..
- Easy Icons to show key SKU information like radio active, recycled, etc

# Product Comparison

Keli Hardcastle ▾ | Action Items | Notifications | 0.00 USD | 🔍

Shop / Shopping / Product Comparisons

[<< Back to Search Results](#)

Add To Active Cart ▾ Go

Select	<input type="checkbox"/>	<input type="checkbox"/>
Add to Cart	Qty <input type="text" value="1"/> <a href="#">Add to Cart</a>	Qty <input type="text" value="1"/> <a href="#">Add to Cart</a>
Product Details	Ace Vision8AS EPEAT Gold Workstation, Quad Core AMD Fusion A6-3500, 4GB DDR3, 250GB SATA HDD, A75, WIN7 PRO, DVD R/W, KBD, Mouse, 3yr Onsite Warranty 📄 🌱	Ace Vision8HS EPEAT Gold Workstation, Core i3-2120, 4GB DDR3, 250GB SATA HDD, H67, WIN7 PRO, DVD R/W, KBD, Mouse, 3yr Onsite Warranty 📄 🌱
Catalog No.	ACE-VIS8AS-A635-4G-W7P	ACE-VIS8HS-I321-4G-W7P
Price	690.00 USD	702.00 USD
Contractor	Ace Technology Partners, LLC	Ace Technology Partners, LLC
Category	Desktop computers	Desktop computers
UOM	----	----
Price per UOM	690.00 USD / unit	702.00 USD / unit
Product Size	----	----
Price per Product Size Unit	----	----
<input type="text" value="Select units..."/> ▾		
Category UNSPSC	43-21-15-07	43-21-15-07

- View similar options fast and easily with normalized product data
- Sort by price and other product attributes
- Assist in product selection with extensive product attributes
- **NOTE:** Product Compare works only with products HOSTED in the eMarketCenter

# Favorites

The screenshot displays the WSCA NASPO eMarketCenter interface. The top navigation bar includes the user name 'Kate Offerdahl', 'Action Items' (2), 'Notifications', and a balance of '213,684.89 USD'. The main content area is titled 'Cell Phone Cover' and shows 'Total Favorites : 2'. It lists two items: 'LG Compatible Protective Cover - Clear COSMOS2COVCL' and 'Naztech Vertex 3-Layer Cell Phone Covers - Red 11812NZ'. Each item has a 'larger image' link and a 'larger image' button. The left sidebar shows a tree view with 'Personal' and 'Shared' folders. The 'Shared' folder is expanded, showing 'cable', 'Cell Phone Cover', 'My Favorites', and 'Testing'. The 'Cell Phone Cover' folder is selected.

Find Favorite items much more quickly with the split-pane interface

Manage Favorite items and folders more easily, without having to switch tabs

# Shopping Cart

WCSA NASPO eMarketCenter

Jodi Gollehon | Action Items | Notifications 1 | 1,189.00 USD

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - 1071856 - Draft Order

Shopping Cart for Jodi Gollehon

Continue Shopping

17 Item(s) for a total of **1,189.00 USD**

Proceed to Checkout or Assign Cart

Name this cart: 2013-12-17 jgollehondemo 01

Have you made changes? Update

Help | Add Non-Catalog Item | Empty cart | Perform an action on (0 items selected)... | Select All

**Hewlett-Packard Company** more info...

The item(s) in this group was retrieved from the supplier's website. What does this mean?  
You can no longer access this item(s) on the supplier's website. What does this mean?  
Line(s): 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17

Product Description	Unit Price	Quantity	Total
<b>HP EliteBook Revolve 810 G1 Base Model Tablet</b> Item added on Dec 17, 2013 Add to Favorites More Actions Move to Another Cart Add to Draft Cart or Pending PR/PO Part Number: C9802AV Manufacturer: HP B27164 more info... Computer Equipment, Peripherals & Related Services change... Commodity Code: no value Taxable: <input type="checkbox"/> Capital Expense: <input type="checkbox"/>	763.00 USD EA	1	763.00 USD
<b>Win 7 Professional 64 OFFICE 810-U.S. - English localization</b> Item added on Dec 17, 2013 Add to Favorites More Actions Part Number: B9Z86AV#ABA Manufacturer: HP Contract: B27164 more info... Computer Equipment, Peripherals & Related Services change... Commodity Code: no value Taxable: <input type="checkbox"/> Capital Expense: <input type="checkbox"/>	75.00 USD EA	1	75.00 USD

- Use like any consumer-based shopping cart feature to add, remove or edit quantity
- Review and select any and all items needed from multiple suppliers in one cart
- Reinforce purchasing decision with clear presentation of item(s)

# Shopping Cart

WCSA eMarketCenter

Kate Offerdahl | Action Items 2 | Notifications 10 | 169.32 USD

Shop / My Carts and Orders / Open My Active Shopping Cart / Summary - 981096 - Draft Order

General Shipping Billing Internal Notes and Attachments External Notes and Attachments Final Review

Submit Purchase Order or Assign Cart

Return to shopping cart Continue Shopping

Once you have reviewed the details, you may continue by clicking the button at the top of the page. Ensure proper payment information has been included, i.e. PCard or PO Number.

Order Order Status PO Preview Comments Attachments History

Summary Shipping Billing Contractor Info

Hide header Hide value descriptions

General		Shipping		Billing	
Cart Name	2013-06-06 kofferdahl 01	Ship To	Attn: Kate Public Health & Human Services 2401 Colonial Drive Helena, MT 59601 United States System Ship To Code 00001V	Bill To	Attn: Kate WSCA 123 Main St Somewhere, MN 55555 United States
Description	no value				
Priority	Normal				
Assigned To	Kate Offerdahl				
Cart Created By	Kate Offerdahl				

Credit Card Info  
No credit card has been assigned.  
manage your cards...

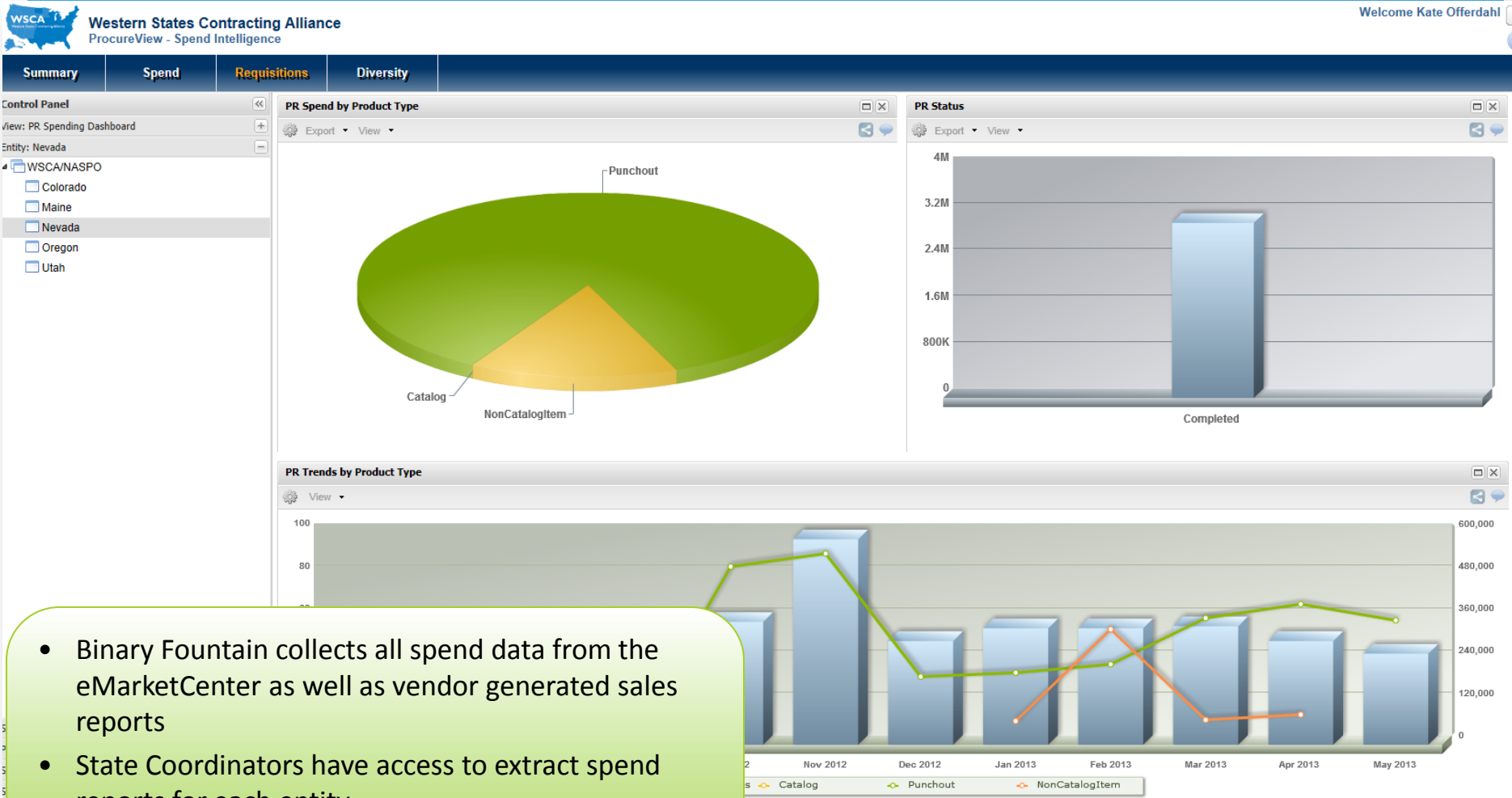
Intuitive, guided checkout process analogous to leading consumer eCommerce experience

Intuitive, guided checkout process analogous to leading consumer eCommerce experience

- Intuitive, guided checkout process analogous to leading consumer eCommerce experience
- Ability to update ShipTo Address and include a Purchasing Card
- Comprehensive history to track, report on and identify usage trends and challenges

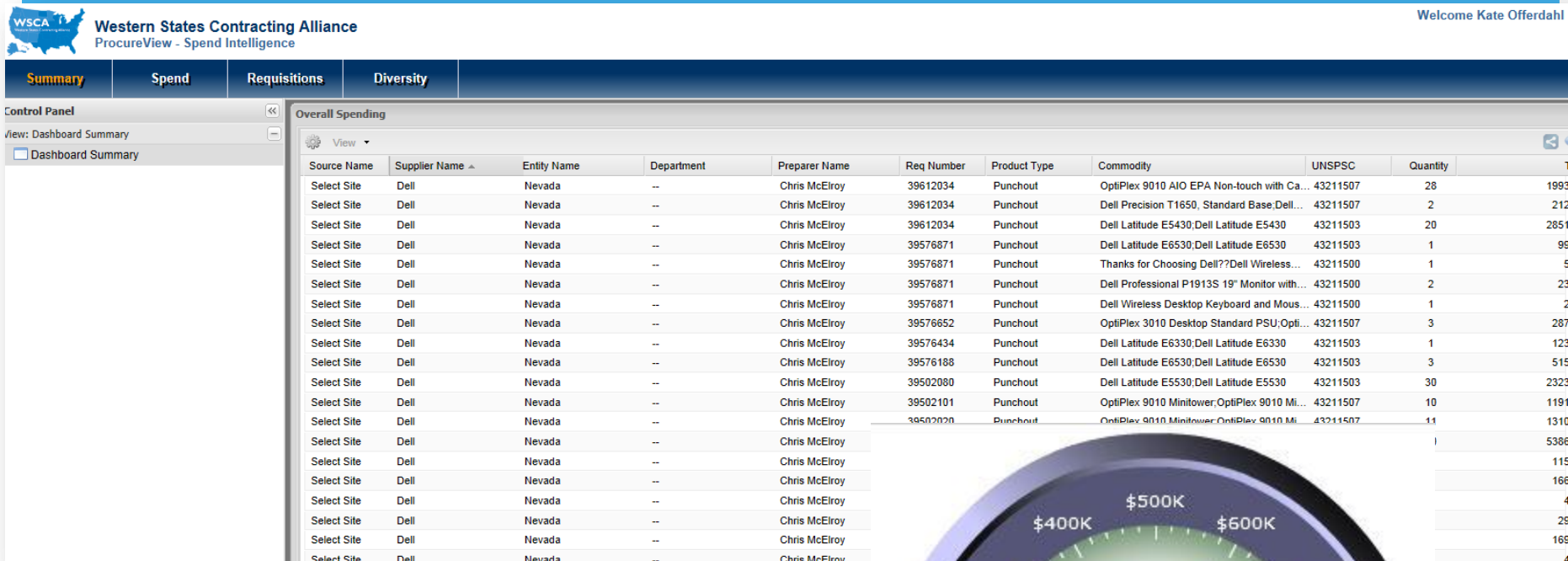


# Binary Fountain



- Binary Fountain collects all spend data from the eMarketCenter as well as vendor generated sales reports
- State Coordinators have access to extract spend reports for each entity
- Multiple reports can be extracted and created based on the entities needs

# Binary Fountain



- Multiple reports can be extracted and created based on the entities needs
- Line item detail reports can be extracted and exported into Excel
- Cost saving is based on MSRP price vs the WSCA-NASPO final discounted price user paid



# Questions?

- \* Contact us at:

- \* Jodi Gollehon (406) 444-7210; [jgollehon@mt.gov](mailto:jgollehon@mt.gov)
- \* Rick Dorvall (406) 444-3366; [rickdorvall@mt.gov](mailto:rickdorvall@mt.gov)
- \* Tom Hastings (406) 444-0338; [thastings@mt.gov](mailto:thastings@mt.gov)